



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Bill Mayer • Director – Chris Steele

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday December 7, 2016

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By President Pease
2. Roll Call – All Present

President Pease – Item E-1 moved

E-1 PRESENTATIONS

1. **Recognition** – Board Member Mark Simon for 8 years of service to the Town of Discovery Bay
Interim General Manager Catherine Kutsuris – Presented the highlights of Director Simon's contributions during the past eight years on the Town of Discovery Bay Board of Directors:

- Hiring Veolia as the Operator for Water and Wastewater Services
- Major improvements at Plant No. 2
- Purchase of the Community Center
- Development of Splash Pad
- Initiating recreation programs
- Adding two new Water Wells

Interim General Manager – Expressed the staff's gratitude for Director Simon emphasizing that he was:

- Always available to consult and always prepared;
- Very cost conscious Board Member
- Was a pleasure to work with, and
- Always thought and treated residents wallet as if it was his own

President Pease – Presented another gift and thanked Director Simon for his time and the dedication to the Community.

Director Graves – Thanked Director Simon for his leadership and guidance, and noted that former Board Members also wanted expressed their appreciation.

Steve Glazer's Office – George Escutia – Recited and presented a Certificate of Recognition.

President Pease – Welcomed the Town of Discovery Bay new Board Member. Photos of Board Member, Mayer were taken.

Legal Counsel Attebery – Indicated for the record this is ceremonial and that Bill Mayer was sworn in earlier today.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

There were 4 Public Comment Speakers regarding; 1) allocation of property taxes; 2) Water Meter Project, 3) Speeding and other traffic issues; 4) Formal introduction – George Escutia, with Senator Steve Glazer's office.

C. AREA AGENCIES REPORTS / PRESENTATION

1. Sheriff's Office Report - Crime Prevention Specialist Fontenot - Provided the law enforcement report for the month November, also provided an update regarding the radar: training is complete and the officers currently have the hand held radar. In addition, a Community Services Officer has been hired to enforce parking.

President Pease asked regarding the P6 meetings and the time of those meetings – also would like the P6 meeting agendas to be added to our Town Website.

2. CHP Report – No Report
3. Supervisor Mary Piepho, District III Report – No Report

D. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – No Report
2. County Planning Commission Report – No Report
3. Code Enforcement Report – No Report
4. Special Districts Report** – No Report

***These meetings are held Quarterly*

F. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of special meeting for November 16, 2016
2. Approval of DRAFT minutes of regular meeting for November 16, 2016
3. Approval of DRAFT minutes of special meeting for November 29, 2016
4. Approval of DRAFT minutes of special closed session for November 30, 2016
5. Approve Register of District Invoices
6. Authorize the Interim General Manager to execute a contract with Croce, Sanguinetti & Vander Veen to perform the annual independent financial audit for Fiscal Year 2015-16 in an amount not to exceed \$26,250.00

President Pease – Consent Calendar Items 1, 2, 3, 4

Motion by: Vice-President Leete to approve items 1, 2, 3, and 4 on the Consent Calendar

Second by: Director Graves

Vote – Motion Carried – AYES: 4 – President Pease, Vice-President Leete, Director Graves, Director Steele, NOES: 0, ABSTAIN: 1 – Director Mayer

Consent Calendar item 5 and 6

Motion by: Director Graves to approve items 5 and 6 on the Consent Calendar

Second by: Director Steele

Vote – Motion Carried – AYES: 5, NOES: 0

There was one Public Commenter regarding Consent Calendar item 5 – District invoices regarding California Special District Association – annual dues (which includes education, etc.); Regional Water Quality Control Board (resolution of wastewater spill in 2014) item 6 – Annual independent financial audit for Fiscal Year 2015-16 – scope of the audit.

G. BUSINESS AND ACTION ITEMS

1. Accept the report from the Recreation Programs Supervisor regarding the request from the “Tennis-Pickleball Committee” to alter the District’s decision to convert Tennis Courts 3 and 4 to Pickleball.

Recreation Programs Supervisor Kaiser – Presented the staff report and recommendations: to reverse the previous decision to allocate PGE funds to convert Tennis Courts # 3 and 4 to Pickleball, to maintain the current configuration of Pickleball courts and the single tennis court at Cornell park for the time being, and to the extent that there are remaining funds available, to use them to find a midterm solution for the expansion of pickleball at the Cornell Park Tennis Court.

Public Commenter Randi Laforge– from the Pickleball Committee spoke about the expansion of pickleball in the community and thanked the Board for listening to the group. An additional public commenter expressed concerns of losing the tennis court at Cornell Park.

In response to a question from the Board, Recreation Programs Supervisor Kaiser stated that the recommendation did include the future utilization of the Cornell Park Tennis court for pickleball.

President Pease commented that no final decision was being made this evening regarding converting the tennis court at Cornell Park to pickleball. Director Steele: Commented that he does not want to lose tennis at Cornell Park and wants tennis to be available at both Cornell Park and the Community Center. If there is funding in the future for pickleball whether it be through the budget or public/private funding, new pickleball courts could be located next to the existing tennis court at Cornell Park.

Motion by: Director Graves to accept the report for information only.

Second by: Vice-President Leete

Vote – Motion Carried – AYES: 5, NOES: 0

2. Approve an amendment to the General Services Contract with Luhdorff and Scalmanini Consulting Engineers increasing the payment amount by \$185,000.00 to provide for project management, construction management and inspection services for the Water Meter Installation Completion project.

Interim General Manager Kutsuris – Provided the details regarding the General Services Contract with Luhdorff and Scalmanini Consulting Engineers increasing the payment amount by \$185,000.00 to allow for Project Management, Construction Management, and Inspection Services for the Water Meter Installation Completion Project, at a staff time and material basis; The District will utilize what is needed and will not exceed the requested amount.

There was one public comment speaker who stated that inspection services were not needed. Interim General Manager explained the importance of inspecting construction work and assuring proper oversight.

Motion by: Vice-President Leete to authorize the Interim General Manager to execute a contract amendment with Luhdorff and Scalmanini Consulting Engineers to increase the payment amount by \$185,000 for project management, construction management and inspection services related to the Water Meter Installation Completion Project.

Second by: Director Graves

Vote – Motion Carried – AYES: 5, NOES: 0

3. Accept the report from Saul Rosenbaum, the District's Financial Advisor regarding key terms for the proposed Wastewater Revenue Bonds, and provide direction related to amortization and redemption options.

Interim General Manager Kutsuris – Provided a background of the hiring of the District's Financial Advisor, Saul Rosenbaum, for the Water Revenue Bond Project; issuance of bonds for the purpose of funding a 7.5 million mandated project at the Wastewater Treatment Plant No. 2, introduced Rick Brandis, the District's Underwriter.

District's Financial Advisor Saul Rosenbaum – Provided the specifics of the key terms for the proposed Wastewater Revenue Bonds. There was discussion regarding the options (the Standalone vs. the Portfolio) and the key terms: the difference in interest rates, the cost of interest rates, the "wrap scenario" (pushing more principle out at a higher rate, more expensive), also the risk of the Standalone vs. the Portfolio.

Legal Counsel – Stated that the direction of the board is the Portfolio option with the non-extraordinary redemption call and bring back to the board at the December 21st meeting for final action.

There was one Public Comment Speaker regarding the Standalone option.

H. MANAGER'S REPORT – Discussion and Possible Action

Parks and Landscape Manager Miller – Provided an update regarding the Community Center Roof.

I. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

None

J. PRESENTATIONS

None

K. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Director Steele – Commented on the Parade of Lights and has received positive feedback.

L. GENERAL MANAGER'S REPORT – Discussion and Possible Action

M. DISTRICT LEGAL COUNSEL REPORT

No report

N. SUB-COMMITTEE UPDATES – Discussion and Possible Action

No report

O. CORRESPONDENCE – Discussion and Possible Action

1. Received – Town of Discovery Bay Contact Us Form regarding community theft – 2016-11-22
2. Received – Contra Costa Special Districts Association quarterly meeting minutes – 2016-10-17

P. PUBLIC RECORD REQUESTS RECEIVED

None

Q. FUTURE AGENDA ITEMS

1. Discovery Bay Country Club Existing Guard Shack Relocation and the temporary location for the Guard Shack.
President Pease – Is on the Country Club Board and the item was discussed the plan is to move the Guard Shack back (closer to the gate) so there is no ingress or egress problem.
2. Director Steele requested the January workshop be added to the calendar.

Legal Counsel Attebery – The Board is now adjourning into closed session regarding item R-1 and R-2.

R. CLOSED SESSION:

1. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6
Agency Designated Representative: Bill Pease/Rod Attebery
Unrepresented Employee: General Manager
2. Public Employee Appointment pursuant to CA Government Code Section 54957
Title: General Manager

S. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

Legal Counsel Attebery – The Board has reconvened from Closed Session on items R-1 and R-2 and there is no reportable action.

T. ADJOURNMENT

1. The meeting adjourned at 8:41 p.m. to the closed session on December 7, 2016 at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 12-14-16

<http://www.todb.ca.gov/agendas-minutes>